

## Role Description

**POSITION TITLE:** Accountant/Payroll Specialist

**QUALIFICATIONS:**

- Degree in Accounting and/or Business Administration preferred.
- Minimum of five (5) years of successful experience in payroll and bookkeeping procedures preferred.
- Alabama (AASBO) Payroll/Personnel and Purchasing/Procurement Certifications preferred or willing to obtain.
- Proficient experience with Harris Accounting and Payroll/HR software and attendance systems preferred.
- Demonstrates skills in problem solving, multi-tasking and dealing effectively and professionally with the public and other employees of the school system.
- Alternatives or additions to the above qualifications as may be deemed appropriate by the Board of Education.

**JOB GOAL:** To assure prompt and accurate handling of accounting and payroll matters for the school system.

**REPORTS TO:** CSFO and Assistant to CSFO

### PERFORMANCE RESPONSIBILITIES:

1. Assists in all aspects of payroll such as the assembling, tabulation, calculation and verifying time worked, balancing and posting to the general ledger, maintaining and balancing vendor deductions, maintaining salary schedules, filing of all payroll data, etc.
2. **Plans work flow towards accomplishing the tasks efficiently within limited time periods and possesses physical and emotional ability and dexterity as needed to perform required work in a fast-paced, highly intensive work environment.**
3. Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper coding.
4. Assists in the management of the accounting records of the District – including but not limited to – receipts, disbursements, journal entries, general ledger maintenance and bank reconciliations.
5. Performs any combination of the following but not limited to: calculating, posting, and verifying duties to include preparing purchase orders, compiling, sorting, and processing invoices and checks for payments due in accordance with generally accepted accounting principles and governmental accounting standards (GAAP).
6. Assists in the preparation of assigned reports to the various governmental agencies as required by law. Including, but not limited to W-2's, ACA, 941, SUI, Multi-Worksite, TRS, PEEHIP, LEAPS, Medicaid, & 1099's.
7. Assists in the implementation and maintenance of new and existing employees, processing verification of employment, explaining benefit choices and correspondences, and assisting with their changes, problems, etc. in an efficient, caring and timely manner.
8. **Maintains strict confidentiality.**
9. Maintains payroll and accounting records efficiently and maintains internal controls.
10. Performs assigned projects relating to automated payroll and time keeping systems.
11. Prepares special financial studies as requested and participates in all Budget preparations.
12. Assists the Chief School Financial Officer (CSFO) in the effective and efficient operation of the Finance Department in compliance with Board approved policies and procedures, GAAP, and state/federal applicable laws and regulations.
13. Engages in professional growth and demonstrates professional ethics and leadership.
14. Shows initiative and demonstrates cooperative spirit.
15. Performs other such duties as required or assigned by CSFO.

**TERMS OF EMPLOYMENT:** Twelve (12) months 235 days, 8 hours per day – Non-Exempt position.

**SALARY:** Non-Certified Salary Schedule  
(Actual salary will be determined upon verification of experience and education.)